

Valley Presbyterian Church  
237 Main St  
Imperial, PA 15126

POSITION DESCRIPTION – Music Director

REQUIREMENTS/QUALIFICATIONS:

- Proficient at piano/keyboard
- Choral conducting experience preferred
- Education in church music preferred
- National and Pennsylvania criminal background checks

Relates and is accountable to:

The Pastor as Head of Staff and the Session through the Personnel Committee.

The Duties of the Music Director shall be:

- Coordinate with the Pastor for the selection of the music for worship services. Any coordination issues between the parties shall be referred to the Session for review and consultation.
- Select music complementary to the pastor's sermons.  
Plan, prepare and play (prelude/postlude, introits, hymns, anthems) for each weekly service. During the summer months (approximately June – August) there will be no choir or praise team during the service. Therefore, there will be no rehearsals during these months. Music Director will still be responsible for prelude/postlude, introits, hymns, anthems, and any special music; per the guidance of the Pastor.
- In conjunction with the Pastor, select music, prepare and play for special services (some may not be on Sunday - Advent, Lent, Christmas, etc.) Occasional extra rehearsals may be required.
- Order music as needs and budget allow.
- Conduct practice once during the week with the choir / praise team (for approximately 90 minutes.) A practice will also be conducted on Sunday morning before worship.
- Conduct the choir during worship using recorded or live accompaniment.
- Accompany the praise team primarily on the Clavinova or optionally another instrument/electronic device.
- If there are any children attending that wish to participate in a special service, the Music Director is to work with them.
- Oversee copyright compliance by music program.

Hours: Part-time 2-9 hours per week

Vacation: Two (2) Sundays paid per year. Vacation taken must be brought to the Session for consent. Vacation time cannot be rolled over to the next 12-month period, or taken on consecutive weeks without prior consent of the Session. 1<sup>st</sup> week available to take after 6 months. 2<sup>nd</sup> week available upon completion of 1 year.

Evaluation: Performance reviews will be conducted annually by the Session Personnel Committee.

SALARY: Negotiable, based on background and prior experience.

Interested parties, please email a copy of your resume to: [officeadmin@valleychurchweb.com](mailto:officeadmin@valleychurchweb.com)